



JOB ADVERTISEMENT FOR CHIEF TECHNICAL OFFICER AND THE INTERNAL AUDIT & COMPLIANCE MANAGER (External Advert)

BK TechHouse Ltd. is a Digital, Lean-Agile Technology Company dedicated to delighting our customers, employees and shareholders by providing high quality Innovative Technology products and services that empower our customers to thrive in a fast-changing market. We provide equal employment opportunity for all, promote Servant Leadership and behave with integrity and transparency. A career with BK TechHouse offers greater opportunity, greater challenge and greater satisfaction.

BK TechHouse Ltd. would like to recruit qualified and competent individuals who fulfill the required conditions for the positions as indicated in the below Terms of Reference:

Position: Chief Technology Officer/CTO (1)

1. Background information	
Job Title: Chief Technology Officer	
Institution: BK TechHouse Ltd.	
Department/ Section/Unit: Technology Delivery	
Location: Kigali-Rwanda	
Reports to: Chief Executive Officer	Indirect report: N/A
Direct Reports:	
<ul style="list-style-type: none"> • Director of Software Development • Director of Operations & Business Development 	
2. Purpose of the Job	
The Chief Technology Officer (CTO) will be in charge of all company technology and technological resources . As such he will:	
<ul style="list-style-type: none"> • Establish the company technology vision, strategies and plans for growth; • Supervise the system and quality assurance process; • Maintain and improve all technological issues in the company • Ensure technologies are used efficiently, profitably and securely; • Take the initiative in technology thought leadership, innovation and creativity; and • Evaluate and implement new systems and infrastructure; and 	
3. Main responsibilities for the job	
<ul style="list-style-type: none"> • Setting company technical vision and leading the company’s technological development; • Developing strategic plans and setting timelines for evaluation, development, and deployment of all technical, web, and mobile services; • Identifying, compare, select and implement technology solutions to meet current and future needs; • Leading the strategy for technology platforms, partnerships and external relationships; • Creating overall technology standards and practices and ensure adherence; • Consolidating our technology platforms and create plans for each; • Tracking, analyzing and monitoring technology performance metrics; • Overseeing all system design and changes in system architecture; • Keeping abreast of new trends and best practices in the technology landscape; • Supervising quality assurance processes, integration, and system tests; • Establishing software development process and set objectives for the process; • Sharing technological visions, opportunities, and risks company-wide; • Ensuring the company’s technological processes and service comply with all requirements, laws, and regulations; • Developing, tracking and controlling the development of annual operating and capital budgets for purchasing, staffing and operations; • Overseeing Business Development and Operations to define and deliver new products and enhancements; 	



- Monitoring performance profiling tools and procedures;
- Developing and implementing disaster and emergency recovery plans;
- Collaborating with department heads as an advisor of all technologies involved with the company;
- Representing the company at conferences and networking events.

4. Working relationship

- Finance Team,
- Internal Control and & Compliance Team

5. Academic, Professional qualification and experience

- a) Bachelor or Master's Degree in Computer Science or Software Engineering
- b) MBA will be of added value;
- c) 8 to 10 years' experience in a software development role, Information Technology role, or related field;
- d) 5 years in Management or Leadership role;
- e) In-depth knowledge of web systems architecture, design and development;
- f) Hands on experience with complex project management;
- g) Outstanding communication, interpersonal and leadership skills;
- h) Excellent organizational and time-management skills;
- i) Effective negotiation and vendor management skills;
- j) Proactive problem solver.

6. Core Competence

- a) **Technology & Architecture:** CTO is a key decision-maker who chooses the tech stack, programming language, and framework. As a technology visionary, he focuses on leading the architects, innovation, and general IT operations. He needs to know the ins and outs of the software development life cycle and needs to be experienced enough to incorporate strategies to accelerate time-to-market. As such he should be abreast of below competences
 - Web & Mobile Application design and implementation;
 - Cloud computing/Virtualization
 - Data Science knowledge
 - Systems and data integration
 - Clarity, Rally, Jira Align, Jira, qTest
 - Custom & Package implementation (Microsoft, IBM, Oracle, SAP, Siebel)
 - SOA, SaaS Architecture Framework
 - Infrastructure/Network/Monitoring/Data Resilience & Stability
 - Best in Class Methodology (Agile, Waterfall SDLC, SaFe)
 - MS Office 365, Project & PowerBI.
- b) **Strategic & Planning of technology resources:** A CTO is expected to research and create strategies, improve an IT infrastructure and fine-tune engineering team efforts to align with business priorities. As such he should be abreast of below competences:
 - Enterprise transformation
 - Program & Project Management
 - Business Process improvement
 - IT Strategic planning & Roadmap
 - Business consulting
 - DevOps assessment & Readiness
 - IT sourcing & Managed Services
 - Solutions optimization & Analysis
 - IT Compliance & Audit Controls: PCI, CPNI, SOX
 - IT Governance & Best Practices: ITIL & ITSM
 - Budgeting & contract negotiation skills
 - Capacity & Business Continuity planning



- c) **Leadership and Engagement:** A CTO needs to be able to provide leadership for the technical strategy in order to accomplish the company strategic goals. As such he needs to be equipped with below skills set:
- Team Building, Training and Development
 - Highly Organized, Results Driven, Self-starter, Multi-tasking in Fast-paced Environment
 - Strong Analytical Abilities & Problem/Decision Resolution
 - Change/Release & Risk Management
 - Client/Vendor Relationship, SOW & SLA Management.

7. How to apply

Submit your CV to bktechouse@bk.rw by 22 February 2021



Position: Head of internal audit & compliance (1)

1. Background information

Job Title: Head of Internal Audit & Compliance

Institution: BK TechHouse Ltd.

Department/ Section/Unit: Internal Audit & Compliance

Location: Kigali-Rwanda

Reports to: Board of Directors

Indirect report to: Chief Executive Officer

Direct Reports:

- Data Governance Specialist
- Cyber security specialist

2. Purpose of the Job

The position of Internal audit & compliance Manager consists of:

- Evaluate overall company activities and give assurance of adequate control measures within functional departments;
- Providing organizations with guidance on financial accuracy, internal controls and regulatory compliance. He examines and improves operating practices, and financial and risk management processes of the organization.

3. Main responsibilities for the job

- Identify and reduce all business and financial risks through effective implementation and monitoring of controls;
- Develop, implement and maintain internal audit policies and procedures in accordance with local and internal best practice;
- Compile and implement the annual internal Audit plan;
- Provide consulting and advisory services, beyond internal auditing assurance services, to assist management in meeting its objectives; and, maintain a quality assurance program by which the function assures the operation of internal auditing activities;
- Liaise with the external auditors as appropriate, for the purpose of providing optimal audit coverage;
- Carry out special audits and investigations as may be required by the Board of Directors and/ or Management in case fraudulent activity is suspected;
- Follow up on the implementation of different reporting Standards and various procedures, laws, rules, regulations, external audit or donor recommendations;
- Follow up on the implementation of internal audit recommendations and continuous monitoring of the control environment;
- Manage resources and audit assignments;
- Maintain open communication with management and Board of Directors;
- Document process and prepare audit findings memorandum;
- Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards;
- Ensure complete, accurate and timely audit information is reported to Board and/ or Management

4. Working relationship

- **Internal:** Finance Team & Technical Team
- **External:** Board Directors & External Auditors.

5. Academic, Professional qualification and experience

- a) BS or Masters Degree in Accounting, Finance, Business Administration or related subject;
- b) Knowledge of accounting packages such as Oracle, Sun, Microsoft Dynamics NAV, SAGE, Pastel, QuickBooks etc.;
- c) Preferable be in possession of an internationally recognized Professional Accounting Qualifications (CIA, CPA, ACA, CIPFA, CIMA or its equivalent, Certified Quality Auditor (CQA), Registrar Accreditation Board (RAB) etc.;
- d) Accreditation with the Institute of Internal Auditors;
- e) Five (5) years, with four (4) years relevant experience as an Internal and Risk Auditor



6. Core Competence

- a) Thorough understanding of International Financial Reporting Standards and various procedures, laws, rules and regulations;
- b) Ability to implement performance management systems, giving candid performance feedback, rewarding desirable behaviors and providing support to professional development efforts linked to strategic objectives;
- c) Proficiency in computer applications such as word processing, data base, spread sheets, accounting packages, email, internet and the workflow process;
- d) Ability to maintain high standards of integrity; establish straightforward, productive relationships; treating individuals with fairness and respect;
- e) Strong communication and presentation skills including ability to develop proposals, concept papers, position papers as well as write reports and prepare relevant publications;
- f) Risk management and audit processes, General fraud prevention strategies, Problem solving and analysis;
- g) Analytical thinker with strong conceptual and problem-solving skills;
- h) Meticulous attention to detail with the ability to multi-task;
- i) Excellent documentation, community and IT skills;
- f) Ability to manipulate large amounts of data and to compile detailed reports

7. How to apply

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